

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
NUTRITION SERVICES**

JOB CLASSIFICATION: CUSTODIAN I
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

75 %

1. Cleans assigned areas per established schedules while adhering to physical requirements, environmental sanitation and infection control policies.

- **Restrooms:** Cleans sinks, toilets, empties waste receptacles, sweeps and mops floors; wipes down walls, stalls, lockers, and mirrors; refills lavatory supplies.
- **Floors:** Power scrubs kitchen area floors including trash hallway; power scrubs behind serving lines and power spray warewash floors.
- **Equipment Cleaning:** Washes down walk-in refrigerator walls and floors; cleans racks and fixtures; cleans hoods over serving lines; cleans steam kettles.
- **Office Cleaning:** Empties waste receptacles; sweeps, dusts, and mops floors; strips and waxes floors.
- **Miscellaneous Cleaning:** Walls including high overhead area cleaning, interior glass windows and light fixtures; cleans trash receptacles, garbage refrigerator, upper storeroom, and stairs.
- **Must be able to meet physical requirements:** lifting up to 45 pounds, pushing and pulling up to 25 pounds, stooping, squatting, twisting, reaching above shoulder level and to move both arms at the same time from right to left.
- Maintains janitorial equipment ensuring that work orders are submitted in a timely manner.
- Stores and labels all janitorial supplies per policy. Inventories janitorial supplies and submit request for supplies. Tests and evaluates new janitorial supplies/equipment and makes recommendations for changes.
- Completes and signs off on cleaning schedules.
- Adheres to departmental infection control/applicable food safety policies, for example, handwashing; dress code; glove usage; personal hygiene; no smoking/tobacco/etc. on grounds; clean body/blood spills; standard universal precautions; report infectious or communicable diseases; complete annual health review in birth month; follow food safety practices when in food prep/service areas to prevent cross-contamination.

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10 %

2. Adheres to requirements for safety, security, emergency response and a non-hostile work environment.

- Gives the highest priority to the safe performance of assigned tasks. Makes a visual inspection before starting any task and immediately reports and/or corrects any observed hazard, e.g., damaged equipment or unsafe conditions. Writes work orders when appropriate.
- Operates equipment per Sanitation and Equipment Manual and uses chemicals and protective equipment per Safety Data Sheets (SDS Manual). Knows chemical disposal and spill response.
- Maintains secure work area. Follows procedures for the control of contraband. Responsible for supervising all tools issued and reporting of any missing contraband immediately.
- Adheres to appropriate body ergonomics and safety precautions. Informs Supervising Cook I/II immediately when involved in a major or minor work related injury or incident.
- Responds as trained in emergencies/lockdowns and participates in mandatory drills and contraband search procedures as required; reports to work as scheduled during hospital or community emergencies/implements role/participates in alternate feeding plans if needed.
- Implements role during “red light” emergencies.
- Report patient adverse behavior/document as needed for the clinical record.
- Adheres to relationship security requirements and maintains professional boundaries with patients.
- Maintains a non-disruptive, non-hostile work environment and treats others with professionalism, respect and courtesy. Follows requirements for sexual harassment prevention, non-discrimination, patient rights, and abuse prevention.

10 %

3. Supervises and coordinates activities of assigned patients.

- Supervises patient vocational workers in the completion of assignments.
- Assigns work and provides instruction/training to patient vocational workers. Ensures that patients are aware of chemicals in vicinity; do not use allowed equipment/supplies or perform any task unless fully trained including safety procedures.
- Completes reports of patient vocational progress including conduct, hygiene and attendance.

5 %

4. Participates in Performance Improvement Activities.

- Examples: Evaluate activities pertaining to work assignment; make recommendations for work improvements; Quality Control monitoring; implementing improvement strategies. Participate in meetings and training.

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2. SUPERVISION RECEIVED - Supervising Cook II

3. SUPERVISION EXERCISED - Assigned patient vocational workers.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, chemicals, sanitizers, disinfectants, equipment, and safety practices used in janitorial work.

ABILITY TO:

Use and care for janitorial equipment and supplies; follow written and oral directions; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR (at facility's option) N/A

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric

Adolescent

X Adult

X Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Applies and demonstrates knowledge of TSI.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- Effectively cleans assigned areas according to established procedures.
- Uses chemicals according to guidelines described in Nutrition Services SDS Binder.
- **Relationship Security:** Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC):

- Equipment: Applies and demonstrates knowledge of equipment operation and cleaning when applicable.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

NOT APPLICABLE

7. TRAINING - Training Category = 4

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date